

POLICY: KBG
Approved: June, 2002
Reviewed:
Revised:

ACCESS TO PUBLIC RECORDS

The Board recognizes and designates all of its records as defined by State law as public records and documents subject to release, inspection and reproduction as required by law.

The Board designates the position of District Administrator as the official legal custodian of the public records of the District. It shall be the responsibility of the individual in that position to execute all duties and responsibilities of the District pursuant to Wisconsin's Public Records and Property law.

As the official legal custodian of the records of the District, the individual in this position shall be responsible to the Board for the timely response to any request for access to the public records of the District. The custodian shall be solely responsible for the release of the public records of the District, the conditions under which records may be inspected and the collection of costs for the location or reproduction of such records.

It is directed that all employees of the District be informed in writing that the District Administrator has been designated the official legal custodian of the public records of the District. The employees shall further be informed of the duties of the official legal custodian and shall also be made aware of the other requirements and provisions of this Policy.

All requests for release, inspection and/or reproduction of the public records of the District shall be directed or referred to the District's official legal custodian.

The official legal custodian is hereby vested with full legal power to make all necessary decisions relative to the release, inspection and reproduction of public records and is further granted all authority necessary to carry out all duties and responsibilities required by the laws of the State of Wisconsin.

LEGAL REFERENCE: Chapter 19, Subchapter II, IV Wisconsin Statutes
Section 120.13(28)

CROSS REFERENCE: KBG-R, Procedures for Access to Public Records
KBG-E, Official Notice to the Public Regarding Access to Records